



# GENERAL SERVICES DEPARTMENT

## AMERICANS WITH DISABILITIES ACT (ADA)

### TRANSITION PLAN - POLICY

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**AUXILIARY SERVICES AND AIDS - RESPONSIBILITIES ..... 1**

**REQUESTS FOR AUXILIARY SERVICES ..... 1**

#### **AUXILIARY SERVICES AND AIDS - RESPONSIBILITIES**

Clark County will ensure that all public announcements regarding programs, services and activities presented or coordinated by the county will include information on how requests for auxiliary services should be made. Auxiliary services include but may not be limited to:

1. **Visual Services and Aids** - Braille, large print materials, audio tapes, readers, verbal descriptions, computer access, pictorial signage.
2. **Aural Services and Aids** - Sign language, interpreters, hearing amplification, TODD, CART, caption decoding.
3. **Cognitive Services and Aids** - Cognitive interpreter.

#### **REQUESTS FOR AUXILIARY SERVICES**

Requests for auxiliary services should be made at least two weeks prior to the event. Requests for auxiliary services may be made by contacting:

1. The county department and/or representative coordinating the event, or
2. The Clark County ADA Coordinator.

#### **Clark County ADA Coordinator**

General Services Department  
ADA Program Coordination  
1300 Franklin Street - Suite 644  
Vancouver, WA 98660  
(Voice) 360-397-6008; (TTY) 360-397-2445; FAX (360) 397-6027  
Relay Service 711; Speech to Speech Relay 1-(800) 833-6384  
Email: ADA@Clark.WA.GOV

County departments that receive requests for auxiliary aids and services should immediately contact the county ADA coordinator. The ADA coordinator maintains a list of qualified interpreters and service providers and will make the necessary arrangements for the delivery of, and compensation for, services.